



STATE OF HAWAII

**Enhanced 911 Board Meeting
(Combined Meeting)
Thursday, November 12, 2015
Kalanimoku Bldg., Room 322B
1151 Punchbowl St., Honolulu
10:00 am to 12:00 noon**

Board members present: Paul Ferreira (Chair), Mark Begley, Thalia Burns, Lisa Hiraoka (Consumer Advocate designee), Roy Irei, John Jakubczak, Dean Rickard, Steven Schutte, Arnold Kishi (CIO designee), Ryan Freitas, Kiman Wong, and Mark Wong.

Board members absent: Jeff Riewer.

Staff members present: Courtney Tagupa and Stella Kam.

Guests: Victoria Garcia (DoD), Bonnie Young (MPD), Antonio Ramirez (Akimeka), Davlynn Racadio (MPD), Gary Lum (HFD), Travis Ing (HiPD), Eleni Papakiristis (HT), Clement Chan (DIT), Eric Butler (Pictometry), Ah Lan Leong (HPD), Allan Nagata (HPD), Wayne Hirasu (SIC), Bob Mohr (GDIT), John Long (GDIT), David Miyasaki (KPD), Kenison Tejada (APCO/NENA), Jane Soderborg (TriTech), Ben Morgan (HT), Bonnie Young (MPD), Eric Butler (Pictometry), Erin Ford (Pictometry), Lavina Taovao (KPD), and Rob Gausepohl (KPD).

Meeting Minutes

I. Call to Order, Public Notice, Quorum

- a. The board chair called the board meeting to order at 10:50 am.
- b. Public notice was posted.
- c. Quorum was present.

II. Public testimony on all agenda items

- a. The board chair asked if anyone who wishes to provide testimony on any agenda item to please come forward. No one came forward to testify.

III. Introductions

- a. Introductions were made by everyone present at the request of the board chair.

IV. Review and Approval of Last Month's Meeting Minutes

- a. Mr. Mark Begley motioned to approve the minutes of the October 8, 2015 board meeting. The motion was seconded and approved by voice vote by all board members present.

V. Committee Updates by Committee Chairs

a. Communications Committee – Steven Schutte

- i. The committee chair acknowledged that there were no updates to what was presented at the Joint Committee meeting.
- ii. 2015 Legislative Investigative Committee update – Paul Ferreira
 - 1. Discussion on county briefing of their respective legislators on the proposed prepaid bill prior to the start of the 2016 legislative session.

b. Technical Committee – Thalia Burns

- i. Investigative Regulatory Committee – Marshall Kanehailua
 - 1. The committee chair acknowledged that there were no updates to what was presented at the Joint Committee meeting.
- ii. FCC update
 - 1. The committee chair acknowledged that there were no updates to what was presented at the Joint Committee meeting.
- iii. Text-to-911 update
 - 1. The committee chair acknowledged that there were no updates to what was presented at the Joint Committee meeting.
- iv. Others
 - 1. There were no other updates.

c. Finance Committee – Kiman Wong

- i. Review of Monthly Cash Flow & Budget Financial report
 - 1. There were no updates to what was presented at the Joint Committee meeting, but the committee chair would like to thank the executive director for the favorable audit report. The executive director would like to thank the committee and PSAPs for providing the required information and contributing to a successful audit.
- ii. Others-None

VI. Executive Director's Report

- a. The executive director provided an update on the following ongoing tasks:
 - i. Hiring of Administrative Services Assistant –
 - 1. The Board approved the hire of administrative services assistant for an 89-day period prior to a RIF in the bargaining unit

being lifted. The executive director attended a seminar for the State of Hawaii hiring process and it was extremely informative. He would like to set up an applicant review committee of at least three Board members and would like to include at least one female member. The executive director will be in communication shortly regarding the formation of the review committee.

ii. Website timeline of human interest success stories

1. Presently in process and this task is approximately 50% complete. Thank you to those individuals and PSAPs that have submitted information and we will be following up within the next week for outstanding information.

iii. Independent CPA audit

1. We have had very successful audits for the prior and current years and we encourage the legislature to read the audit reports on our website. If the prepaid legislation does not pass, the Fund would go into a deficit in the amount of \$4.5M at the end of FY 2023. A request to raise the ceiling is currently with DAGS for approval. During the legislative committee meeting, a suggestion was made to create a quick reference sheet for the PSAPs to have while discussing the Fund and upcoming prepaid legislation with their legislative representatives. It should outline what the fund is, what it does, and highlights from the audit report in order to stress that the ultimate goal is public safety.

iv. E911 Board Bylaws update

1. The executive director sent out an email containing the bylaws and recommended changes. The executive director asked the chair to defer this to the next meeting where he can outline each of the bylaws in detail.

v. Annual Report to the Legislature –

1. The executive director sent out the annual report via email and expressed appreciation for feedback and instituted the suggested changes. The requirement for the annual report to the legislature is contained in Hawaii Revised Statute 138-6. The executive director decided to simplify the process by utilizing charts, although it is not required by the statute. The financials in the report are on a cash basis and have been reviewed by DAGS. Wireless revenue accounted for 90.4% of total receipts. VoIP revenue is small, but it is growing mainly at the expense of reduced wireline service. The statute also requires the amount and recipient of the disbursements from the Fund. Each County and their respective percentage was presented in each chart. The largest was HI County due to the CAD upgrade. These numbers presented are on a cash plus encumbrance basis. The executive director states that he believes the amount of over \$600,000 that DB&F assessments charges the Fund is

quite high for a two person department. The DB&F line item charge amounts to 5% of total revenues collected and 2% of total disbursements. These funds are provided to Central Services for services such as landscaping and janitorial services and the general fund. WSP cost recovery amounts to \$76,000 and is attributable to one carrier, Sprint. Conferences and Training amounts to approximately \$150,000. There is a negative amount of approximately \$300,000 reflected in the report from DIT as a result of an audit where that amount was returned to the Fund. Maintenance costs consist primarily of Pictometry Imaging Software and Akimeka MSAG and GIS services. FY2015 encumbrances amounted to \$7.2M million. There are significant amounts of internal controls on reimbursement requests. Two signatures are required by authorized signatories on PSAP reimbursement requests and checks. Cash at the beginning of the year amounted to \$12.5M, total receipts were \$9.3M and disbursements amounted to \$5M. The ending cash balance was \$16.8M which included encumbrances. \$9.6M is the unencumbered cash balance. The statute only requires disclosure of the ending cash balance in the bank, but the executive director thought it was appropriate to include the additional two line items to reflect both encumbered and unencumbered bank balances in order to present a more realistic view of the financials. The Board also elected to keep the current wireless monthly charge per user unchanged at \$0.66.

vi. NENA Fall Meeting – November 3-6, 2015:

1. Prepaid Legislation

The executive director provided a report on the November NENA Fall Meeting. Mr. Joe Barrow is part of NASNA group and is the resident expert on prepaid legislation and the author of the slides the Executive Director presented during the meeting. Mr. Scott Mackie is with Kimball Sherman & Ellis LLP and they provide lobbying expertise to states on issues such as prepaid legislation. The executive director contacted them to assist in estimating potential prepaid revenue. The executive director presented the following statistical information of wireless subscribers nationwide which included: 335.6M wireless subscribers in 2013 which increased to 355.4M in 2014. Prepaid subscribers are approximately 20-25% of the market or 67-84M customers. Prepaid surcharge fees for the various states who have successfully passed prepaid legislation are calculated either using the percentage method (16 states currently use) or the flat-fee method (21 states currently use). Hawaii has proposed to use the flat-fee method in the upcoming legislation. Mr. Mackie obtained wireless user information from a quarterly report from the carriers and was able to use the information to determine the estimated amount of the revenue stream from prepaid legislation in Hawaii. Mr. Mackie determined that the Hawaii wireless subscribers amounted to 1.4M and that the

market share for prepaid subscribers is approximately 22%. He used nine as the number of times a prepaid subscriber will recharge their phone (which is an industry standard) and therefore subject to the prepaid fee. In his calculations, the potential revenue would amount to approximately \$1.4M annually. The potential revenue the Board used in its calculation amounted to \$1M-\$2M annually. The FCC states that the number of times a user will recharge their phone is the unknown and presents challenges in trying to quantify potential revenue streams from prepaid surcharge fees.

2. National 911 Program Grants

\$115M in potential grants is estimated to be made available through the National Grant Program to all the states. In the Executive Director's research, he found that Hawaii has never applied for this type of grant. The odds for receiving grant money are relatively high, providing a complete grant application is submitted. In the previous year, almost all states that applied for the grants received them. Grant funds can be used for consulting expenses as well as other PSAP related expense and it is something that will be explored as soon as notification is received regarding the application process which should begin at this time next year.

3. FCC Report

The executive director identified the FCC liaisons for the PSAPs are RADM David Simpson and Mr. David Firth. They have been a constant source of information about the goings-on at the FCC. The executive director provided a snapshot of their presentation at the NENA Conference which included the nationwide status of text-to-911 deployments and the location accuracy timetable.

VII. PSAP Status Updates

a. Kauai – Mark Begley

- i. No updates.

b. Oahu – Alan Nagata

- i. There were no updates to what was presented at the Joint Committee meeting.

c. Molokai – Dean Rickard

- i. No updates.

d. Maui – John Jakubczak

- i. There were no updates to what was presented at the Joint Committee meeting.

e. Hawaii – Paul Ferreira

- i. There were no updates to what was presented at the Joint Committee meeting.

VIII. Items for Discussion, Consideration and Action

a. 911 Timeline update

- i. The board chair requested that the PSAPs report any timeline updates to be posted on the 911 website to the executive director.

b. Request for approval:

- i. Revised E911 Board Bylaws.
 - 1. The review of the revised Bylaws will be deferred until next month.
- ii. Annual Report to the Legislature
 - 1. Mr. Mark Begley motioned to approve the Annual Report to the Legislature with the proposed amendments. The motion was seconded and approved by voice vote by all board members present.
- iii. FY 2015 CPA Audit Report.
 - 1. Mr. Kiman Wong motioned to approve the FY 2015 CPA Audit with amendments. The motion was seconded and approved by voice vote by all board members present.
- iv. TriCon 2016 Conference – San Diego, February 28, – March 2, 2016.
 - 1. HFD (2) - \$6,000.
 - 2. EMS (2) - \$6,000.
 - a. Mr. Mark Begley motioned to approve the attendance to the TriCon 2016 Conference for \$12,000. The motion was seconded and approved by voice vote by all board members in attendance.
- v. 9-1-1 Goes to Washington D.C. Conference, February 28-March 2, 2016.
 - 1. Board members (3) - \$9,000.
 - 2. HFD (1) - \$3,000.
 - 3. HiPD (2) - \$7,000.
 - 4. HPD (3) - \$10,500.
 - 5. MPD (3) - \$10,500.
 - 6. Hawaiian Telcom (1) - \$3,000.
 - 7. Ms. Thalia Burns motioned to amend the agenda to include three MPD personnel to attend the 9-1-1 Goes to Washington D.C. Conference at a total cost of \$10,500. The motion was seconded and approved by voice vote by all board members present.
 - 8. There was a motion to approve the 911 Goes to Washington D.C. Conference attendance for all the entities listed above for a total amount of \$43,000. The motion was seconded and approved by voice vote by all board members present.
- vi. KPD (3) – APCO Western Regional Conference, March 3-10, 2016, Portland, Oregon - \$8,700.
- vii. Office Supplies for Executive Director and Staff - \$1,000 (increase from \$4,000 authorized budget).

1. There was a motion to approve the \$1,000 increase for office supplies for the Executive Director and Staff and the attendance to the APCO Western Regional Conference at \$8,700. The motion was seconded and approved by voice vote by all board members present.

viii. Others

1. The board chair requested that if a board member has any agenda items to include in next month's meeting to please contact the executive director so it may be placed on the agenda.

IX. Announcements

a. Meeting dates (10am – 12noon).

- i. Thursday, December 10, 2015 (Combined Meeting)
- ii. Tuesday, January 12, 2016 (Combined Meeting) 10:30-1:00 DLNR Rm. 132)
- iii. Thursday, February 11, 2016 (Combined Meeting)
- iv. Thursday, March 10, 2016 (Combined Meeting)
- v. Thursday, April 14, 2016 (Combined Meeting)

b. Others:

- i. Ms. Victoria Garcia provided an update on FirstNet.
 1. Data gathering is still in process in preparation for FirstNet's RFP.
 2. Ms. Garcia will be providing FirstNet updates at the board meetings on a regular basis.

X. Open Forum: Public comment on issues not on the agenda for consideration for board agenda at the next meeting.

- a. The board chair asked if there was anyone who wishes to comment on issues not on the agenda for consideration for the agenda at the next board meeting to please come forward. No one responded.

XI. Executive Session: HRS 92-5(a)(4) and HRS 92F (a)(2) to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities.

- a. The board chair announced that an executive session will not be necessary at this meeting.

XII. Adjournment :

- a. The board meeting was adjourned at 11:55 am by voice vote of all board members in attendance.